



Learning Harbor: Manager Directions

1. Go to: www.learningharbor.com
2. **LOGIN:** Enter your UserID and Password which have been supplied to you by your employer
3. **TO VIEW INDIVIDUAL EMPLOYEE / STUDENT ACTIVITY:**
 - a) Click on **MY PROFILE** (blue tab) – ignore red message regarding student profile editing – then click on **MY STUDENTS** (green tab)
 - b) Next to the name, click on LEARNING PATH PROGRESS for individual course activity (shows all classes and progress) or TRANSCRIPT (shows what has been completed).
 - c) Click on CERTIFICATION PROGRESS, if function is activated, and VIEW REPORT for certification compliance.
4. **TO EDIT EMPLOYEE / STUDENT INFORMATION:**

See your Learning Harbor Administrator at your institution.
5. **TO ADD AN EXTERNAL CLASS ATTENDED BY AN EMPLOYEE:**
 - a) Click on **MY PROFILE** (blue tab) and then **MY STUDENTS** (green tab)
 - b) Enter name in search box, click SEARCH
 - c) Click on “External Classes” icon next to person’s name, click on “Add a New External Class” or “Add From Existing External Classes” for a class previously entered.
 - d) If you are adding a new class, click on “Add External Class” and complete the information as follows:
 - *Class Name: ***Be sure to add your facility acronym in the front of the class name.***
 - *Start Date: Click in blank box, select desired date from calendar
 - *End Date: Click in blank box, select desired date from calendar
 - *Class Hours: Enter as applicable
 - *Credit Hours/Type: Enter hours as applicable then select type of credit
 - *If you want to add this class to other students, click the box “Available To Others.”
 - *Location Name: Enter class location if desired
 - *Certification Earned: Enter if applicable
 - *Comments: Enter if desired
 - *SAVE
 - e) Once the class had been entered, to add additional students:
 - *Locate STUDENT NAME and click “External Classes” icon
 - *Click “Add From Existing External Class”
 - *Select the class you want to add from the drop down box.
 - *SAVE

(This works well for CPR reviews, etc.)

6. FOR DEPARTMENT REPORTS:

- a) Click on **REPORTS** (blue tab)
- b) Click on COMPLIANCE REPORT – this report shows assignment activity by department, then alphabetically by student name and learning path. This report shows compliance by individual and by department.

Note: The data is refreshed nightly and is as current as the date at the bottom of the page. **To print report**, click on **PRINTABLE HTML** or **EXPORT TO EXCEL** tabs.

*You will need to select EXCEL if you want to re-sort data.

***NOTE:** You will need to click “Open File”, reply “Yes” to “Do you want to open file now?”

7. NOTES:

Tabs not described above are for future development and upgrades by Learning Harbor.

8. ACCESS PROBLEMS / TROUBLESHOOTING:

If an employee has access problems, check the following:

- a) Confirm that the employee is using accurate userID and password and is on the correct website.
- b) If employee still can't logon, the Superuser should follow directions for “Reactivating Employees Who Have Been Deactivated” to make sure the employee is “active”.
- c) If employee still has trouble, test on your computer. If all is OK, instruct student to re-boot and try again on his/her computer. Often the computer has pop-ups blocked or has accumulated a lot of temp files which need to be deleted. To unblock pop-ups, go to “Tools” on the top menu bar, click on “Pop-Up Blocker” and then on “Turn-off Pop-up Blocker” (on Internet Explorer – other browsers may have different directions).
- d) Make sure the computer that the employee is using has the latest version of Java installed – outdated versions can cause access problems.

For further assistance: Contact Ginny Stemhagen
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